

## Memorandum

**DATE:** April 18, 2008

**TO:** Mayor and Council

**FROM:** Robert L. Olander, City Manager

**RE:** City Council Work Plan - Quarterly Update – 1st Quarter 2008

What follows is the first guarter 2008 update to the City Council work plan for 2007-2008.

## City Council Goal 1: Complete the projects approved in the 2006 Parks Bond

#### Acquire Bond Issue Properties

- Southwoods: Closed on property in March 2007, with dedication held in September. Design of the pedestrian walkway along NE 150<sup>th</sup> Street is underway, and the sidewalk project will receive permits and be bid in early 2008.
- Hamlin/SPU property: Closed on property in November 2007.
- Kruckeberg Garden: Closed on property in January 2008. Since February, the Kruckeberg Botanic Garden Foundation has been operating and maintaining the property.

#### **Conduct Planning Efforts**

- Citywide Field Improvements: Planning has begun on the first priority project, Richmond Highlands. The project is currently at 30% design. City Staff met with user groups in January and February 2008 to discuss priorities at other fields in Shoreline.
- Off-Leash Dog Area Study Group: The Study Group has been meeting since July 2007 on a bimonthly basis to review existing off-leash facilities in the region, finalize criteria for selection, review those criteria against all potential sites in Shoreline and recommend sites to the PRCS Board in the 2nd quarter of 2008.
- Trail Corridor Study Group: In April 2008, City Staff will present the findings of the Trail Corridor Study Group to City Council. City Staff will be working with design consultants to prepare designs for soft surface trails within parks and begin a planning process for hard surface trails on surface streets.

#### Develop Park Plans/Designs

• Twin Ponds Synthetic Turf Field: A bid was issued on January 7, 2008 and award approval given at the February 11<sup>th</sup> Council meeting to Precision Earthworks. Construction began on April 14<sup>th</sup>, and the groundbreaking is scheduled for early May.

- Richmond Beach Saltwater Park Phase I: 95% construction documents are complete, and bidding is anticipated to be in early May 2008, with construction starting in July.
- Cromwell Park: The Master Plan approval and consultant contract amendment to continue design for construction drawings is scheduled for Council action on February 11, 2008. Schematic design begins in April.
- Hamlin Park: Three public meetings were conducted on December 6, 2007, February 20 and March 24, 2008. The Park Board will recommend approval of the proposed master site plan on April 24, 2008.
- Kruckeberg Garden: The selection process for a design consultant to assist the City with a Master Plan for the site will begin in the 3rd quarter of 2008. A temporary parking plan is being developed for implementation this summer.
- Trail Corridors: The selection process for a design consultant to assist the City with On-Street Trail Connectors will begin in the 2nd quarter of 2008.

## **Construct Prioritized Improvements**

- Twin Ponds Synthetic Turf Field: Construction will begin on April 15, 2008. It is anticipated that a dedication will occur in September 2008.
- Shoreline Center Tennis Court Lights: Construction is complete, and the lights are on and operational. New nets, poles and fencing were installed during construction. Later this summer, the courts will be resurfaced.
- Trail Corridors: In July 2007, a new pedestrian crossing at the south Interurban Trailhead and N. 145<sup>th</sup> Street was completed by the City of Seattle with \$20,000 of funding from the Parks Bond.

#### City Council Goal 2: Implement the Economic Development Strategic Plan

## Implement Small Business Assistance Plan

Community Capital Development continues to work on making new business contacts through door-to-door visits and engaging more actively in networking events at the Chamber of Commerce and other locations. The monthly schedule of CCD 2008 training classes has been implemented and classes are being held. The next class, titled Financing Your Business, will be held on April 18<sup>th</sup>. ECOSS is continuing to work with businesses by delivering chemical spill response kits, spill plans and watershed maps while simultaneously conducting on-site stormwater education. They are also continuing to audit businesses to determine eligibility for free low-flow toilets and other water saving devices.

## Work to Redevelop Aurora Square/Westminster

Exploratory conversations were continued with the State of Washington Department of Transportation and King County.

## Facilitate Planning for N 175<sup>th</sup> Street/Aurora Avenue N Properties

For the South Wedges properties, staff is continuing to talk with property owners to anticipate the impacts of future Aurora Avenue N construction work and to facilitate discussions among them. This has entered a formal stage of the Aurora Corridor Phase II project.

## Develop Ridgecrest Neighborhood Plan

The City Council held six meetings to discuss the Ridgecrest Planned Area 2 rezone. This followed six meetings held by the Planning Commission to consider the same proposal, and three meetings held in the neighborhood.

In March 2008, the City Council directed staff to hire a consultant to review the financial feasibility of developing four, five, and six story buildings on a site that had requirements for mixed-use development, sustainability, and moderate income housing. The consultant's report was presented to the Council on March 24<sup>th</sup>. The Council reviewed this information and adopted regulations dealing with Planned Area 2 on March 31<sup>st</sup>.

Later that evening, Council held a public hearing on a modification to the Property Tax Exemption (PTE) ordinance that would make the PTE available to a limited number of units in the Ridgecrest area. The Council adopted the modified PTE ordinance at the March 31<sup>st</sup> meeting.

## City Council Goal 3: Implement an affordable civic center/city hall project

## Adopt Delivery Method, Public Process, and Schedule

The City Council adopted a design/build lease-to-own construction delivery method for the Civic Center/City Hall facility. A programmed design/build schedule was subsequently created that included a Council, public, and employee involvement process.

#### Select Development Team and Negotiate Agreement

The Civic Center/City Hall project team selected Opus NW/LMN Architects as the development team in June 2007. The City completed the pre-development agreement process with Opus NW and LMN Architects in July 2007.

#### Finalize Design and Development Agreement

The Civic Center/City Hall Project team and Opus NW completed design development documents to 30% of design and presented to the City Council a completed Guaranteed Maximum Price (GMP) of \$28 million. On December 17<sup>th</sup>, 2007, the City Council passed Resolution No. 266 authorizing the City Manager to enter into a Ground Lease, Building Lease and Development Agreement with Opus Northwest, L.L.C. for the construction of the new Shoreline Civic Center Building with a "lease transfer amount" of \$28 million; and authorizing the City Manager to incur financing expenses up to \$2.55 million to finance this development cost and complete the project.

On March 24, 2008, Council adopted Resolution No. 274 which incorporated technical corrections to Resolution No. 266, formalized the funding sources to complete the City Hall project, and provided an updated CIP project detail sheet for the City Hall Project. Subsequently, on March 26, 2008, the City signed the Civic Center Project Development Agreement and forwarded the agreement to OPUS for signature. Opus Northwest has signed the development agreement and is in the process of securing construction financing. Opus has until mid-May to complete the process and begin project construction. Future project milestones include demolition and mobilization in May of 2008, groundbreaking in June of 2008, and building move-in in the summer of 2009.

## City Council Goal 4: Complete the Aurora improvements from 165th to 205th Streets including, but not limited to, sidewalks, drainage and transit

## <u>Finalize Preliminary Design and Environmental Review</u>

On July 23, 2007, Council adopted the project's Preferred Alternative and the Implementation Strategies for the Aurora improvements from N 165<sup>th</sup> to N 205<sup>th</sup> Street. The National Environmental Policy Act (NEPA) environmental documentation (discipline reports) was submitted to the State and Federal Highway Administration (FHWA) for their review. FHWA approved the NEPA documentation on December 28, 2007. The State Environmental Policy Act (SEPA) process was completed in December 2007. The City's SEPA Official issued a SEPA Mitigated Determination of Non-Significance (MDNS) for the project.

## Complete Final Design

The City's design consultant, HDR Engineering, submitted 30% design for the (N 165<sup>th</sup> to N 185<sup>th</sup> Streets) in March 2008. Once staff, utilities and other stakeholders review the 30% design, HDR will move towards 60% design. Staff and HDR also submitted the N 165<sup>th</sup> to N 185<sup>th</sup> Street channelization plan to the State and received comments. The channelization plan will be finalized before construction begins in 2009.

## **Initiate Right-of-Way Acquisition**

The Council approved the hiring of the project's right-of-way consultant, Universal Field Services. The acquisition forms are complete, as is the relocation plan. The right-of-way plan has been approved by the State, and Universal's team continues discussions with property owners about acquisition. No formal offers for property were made during this quarter. The first formal offer is anticipated to be made in April of 2008.

#### City Council Goal 5: Develop a comprehensive housing strategy

## Finalize Alternative Strategies/Complete Draft Plan

During the 1<sup>st</sup> quarter of 2008, the Comprehensive Housing Strategy Citizen Advisory Committee (CAC) completed its work and released its proposed Comprehensive Housing Strategy to the public and the City Council.

#### Review and Adopt Final Strategies

On February 19<sup>th</sup>, representatives of the CAC presented the proposed Strategy to the Council and responded to Councilmembers' questions. The Council accepted the recommendations for review and set a public hearing for March 24<sup>th</sup>. On March 24, the Council held a public hearing, and adopted the Strategy. The adopted Strategy will provide information for the Council Goalsetting discussion that will occur during the 2<sup>nd</sup> quarter of 2008, and provide direction for future subarea planning efforts.

## City Council Goal 6: Create an "environmentally sustainable community"

#### Develop an Environmental Sustainability Strategy

The City of Shoreline Environmental Sustainability Strategy is close to adoption. Key accomplishments during the first quarter of 2008 include:

• The January 22<sup>nd</sup> Council meeting included an update on the research, public input, and draft recommendations of the Strategy developed at that time. Following this presentation, the

- consultants, together with the interdepartmental staff teams, drafted the proposed Shoreline Sustainability Strategy.
- A number of projects recommended or supported in the Strategy are moving forward, including adoption of the Comprehensive Housing Strategy and current planning projects looking at better and more specific zoning, so implementation will already be well underway by the time the strategy is adopted.
- On March 20, 2008 the proposed Strategy was published online and distributed to the City Council, Parks Board, Planning Commission, and key staff members for review. An overview of the strategy was presented at a joint Parks Board/Planning Commission meeting on March 27<sup>th</sup> and to the Council of Neighborhoods on April 2<sup>nd</sup>.
- The City Council will hold a public hearing on the proposed Strategy on April 14, 2008, and will subsequently discuss the strategy and public comment on May 5, 2008. Adoption of the Strategy is tentatively scheduled for June 9<sup>th</sup>.

## Complete Urban Forestry Assessment

The City Council approved a contract with Seattle Urban Nature (SUN) to provide habitat mapping, vegetation surveys and management recommendations for Hamlin Park, South Woods, Shoreview Park and Boeing Creek Park. Since the contract was signed in late 2006, SUN has collected data in the field and from existing GIS maps to produce a GIS layer that delineates existing habitat types throughout each of the four parks. Over the summer 2007, SUN conducted their survey in each of the habitat types throughout each of the four parks. SUN analyzed the data and incorporated that data into a report that documents their findings, including management recommendations developed for each of the four areas surveyed. SUN will present their findings at a final Council presentation in May of 2008.

## Develop Options for a Green Street Demonstration Project

The Public Works Department is in the planning stage for a Green Street Demonstration Project in 2008. A consultant has been hired to develop up to four concept plans that would fit into neighborhood streets. This demonstration project will strive to demonstrate a "complete street" concept that includes (to the extent practical) a complete street in a residential area that is designed and operated to enable safe access for all users (pedestrians, bicyclists, and motorists of all ages and abilities), and provides stormwater treatment prior to discharging it to local streams and other surface water bodies. Stormwater will be managed through the use of natural drainage systems in conjunction with pedestrian improvements and traffic calming.

# <u>Adopt Advanced Stormwater Standards for the Aurora Project Between N 165<sup>th</sup> Street and N 205<sup>th</sup> Street</u>

The City's design consultant, HDR Engineering, submitted 30% design for the N 165<sup>th</sup> to N 185<sup>th</sup> Street segment of the project. This design includes low impact development elements taken from the "toolkit" of low impact developments. Staff will discuss 30% design, LID elements, and the comprehensive stormwater system for the project with the City Council in May of 2008.

## Update Stormwater Management Plan

Through a Request for Qualifications (RFQ) for consultant services, staff has selected a firm to assist with the update and a preliminary scope of work has been developed. Public Works Staff

has received a \$75,000 grant from the Department of Ecology to help fund the project that was approved by the City Council.

The Department of Ecology's NPDES Phase II Municipal Stormwater Permit became effective for the City during the first quarter (February 16<sup>th</sup>) of 2007. Surface Water and Environmental Service (SWES) staff have evaluated the requirements of the permit in relation to code revisions. SWES staff are also currently conducting a programmatic needs assessment in relation to the permit requirements. This permit requires the City to develop/implement/enforce a program to reduce pollutants in stormwater runoff from new development, redevelopment, and construction site activities by August 2009. Over the course of this year, staff will be proposing changes to the stormwater code and holding a public forum on the issues. Staff will bring recommendations to the City Council by the end of 2008.

## Implement Mayor's Climate Protection Agreement

The primary effort behind this goal element is to inventory the City's global warming emissions between 1990 and 2007. Toward this effort, staff is researching how to accurately measure emission levels. City staff met with staff from the City of Seattle to learn about and assess their method of completing a climate protection inventory. City staff also joined the International Council for Local Environmental Initiatives (ICLEI), the international leader for municipal implementation of climate protection, to obtain climate protection inventory software and training.

Shoreline staff has received an initial orientation to the software and expect to receive additional training in the 2<sup>nd</sup> quarter of 2008 to help define the inventory data for collection. In addition, a series of water quality focus groups and an interactive polling session will be conducted in 2008 with the cities of Bellevue, Redmond and Kirkland.

## City Council Goal 7: Provide safe and affordable transportation options to support land use plans including walking, bicycling, transit and vehicular options

#### Develop Town Center Plan

The Council adopted Phase 1 of the Town Center Subarea Plan in October 2007, and the Planning Department initiated Phase 2 of the Town Center Subarea Plan with alternative urban designs between N 175<sup>th</sup> Street, N 180<sup>th</sup> Street, Aurora Avenue N, and Midvale Avenue N. Meanwhile, the City is studying transition area requirements between commercial and single-family zoned property. Integration of housing, environmental sustainability, and economic development strategies, a land use/circulation plan, and form-based code will be key components. Phase 2 is projected to continue through 2008, with adoption of a subarea plan and code amendments scheduled for November.

#### Continue Construction of Priority Sidewalk Routes

Three projects are moving forward in the 2008 Priority Sidewalk Routes program:

- Fremont Ave N from N 165<sup>th</sup> to N 170<sup>th</sup> Street was advertised and bids were opened on April 3, 2008. Merlino Brothers is the apparent low bidder, and City Council authorization for the contract award is scheduled for the April 28, 2008 Council meeting.
- N 192<sup>nd</sup> Street is under design to provide a sidewalk from the Interurban Trail to Ashworth Avenue N. This project will be advertised for construction this summer.

• Ashworth Avenue N from N 185<sup>th</sup> to N 192<sup>nd</sup> Street will be designed later this year.

## <u>Complete Neighborhood Traffic Action Plans (NTAP) and Continue Implementation</u> *Meet with Neighborhoods to Identify Priority Issues:*

- The City has held community meetings with Meridian Park and Parkwood Neighborhoods to begin identifying neighborhood traffic issues.
- Meetings will be scheduled for Highland Terrace and Hillwood neighborhoods in the second quarter of 2008.

## Form Neighborhood Advisory Committee, Develop plan recommendations:

- Staff is actively working with Ballinger Neighborhood Advisory Committee to develop neighborhood plan recommendations.
- Staff is also working to form Neighborhood Advisory Committees for Meridian Park and Parkwood neighborhoods, and beginning to develop plan recommendations.

## Present plan recommendations to broader community, brief City Council:

 Staff has not yet determined when a presentation to City Council will be given to provide a NTAP program update and present the Westminster and Ballinger Neighborhood Plan recommendations.

## **Expand Local Transit Service**

The City is working with King County Metro and the City of Seattle to pursue grant funding for Bus Rapid Transit (BRT) service and infrastructure on Aurora Avenue N. This grant application is through the Federal Transit Administration (FTA) and will request up to \$75 million for the entire Aurora Corridor (Aurora Village Transit Center to downtown Seattle). City staff has been participating in discussions with Metro regarding updates of short and long-range plans, as well as in Community Transit discussions about BRT service on State Route 99 (Aurora Avenue).

Sound Transit has also begun development of its ST 2020 plan in response to the failure of Proposition 1, and the City Council adopted Resolution No. 272, which outlines specific City requests for inclusion in the plan. Staff continues to follow up with Sound Transit as plan development progresses. Staff also distributed Council Resolution No. 273 regarding crosscounty BRT service to affected transit providers, municipalities and elected officials.

## **Develop City-Wide Trail Connectors**

A subcommittee of the PRCS Board, the citizen-based Trails Corridor Study Group, was formed in the first quarter of 2007. The group has been meeting to identify the best routes for walking and hiking in major parks, identify Interurban Trail connectors, identify other trails and suggested bike routes throughout Shoreline, and identify connections to other major trails like the Burke Gilman Trail in Lake Forest Park and Seattle. The group is developing their recommendations in the form of a report that will provide the Park Board with a prioritized list of local connectors to be designed and constructed as part of the bond funding. The Study Group has divided their work into two parts: In-Park Trail Connectors and On-Street Trail Connectors. The On-Street Connectors study work has occurred in 2008 as part of a multi-departmental effort to develop a strategy for creating a more pedestrian friendly city. After the PRCS Board reviews the report created by the Study Group, a prioritized list of projects will be developed for design and construction. A trail corridor update will be provided to the City

Council in April of 2008, with the design of the In-Park and On-Street local connectors beginning later this same year.

## City Council Goal 8: Develop a Fircrest master plan in partnership with the State

## Develop Agreement with State

DSHS completed its analysis of the Fircrest facilities and concluded that approximately 33 acres of the campus can be considered excess property. DSHS also selected and retained the consulting services of AHBL to assist in the preparation of the master plan.

#### Complete Draft Plan

DSHS has envisioned that the master planning process will be completed in two phases. The main purpose of Phase I was to define the potential uses of the excess property. Based on this, DSHS identified four options for the Legislature to consider:

- Option 1 emphasizes the financial return to the State, i.e. multi-family housing, mixed-use development.
- Option 2 emphasizes benefits to State operations, i.e. relocating State offices presently operating out of rented space to State property.
- Option 3 emphasizes benefits to the community, i.e. open space.
- Recommended Hybrid Option a mix of uses including governmental office, mixed-use, public services, open space and mixed income housing as well as the replacement of the "Y" nursing home buildings and adult training building with a new building creating additional excess property while enhancing provision of services.

During the 2008 legislative session, the Legislature funded DSHS to complete the Fircrest Master Plan using the Recommended Hybrid Option. The Legislature further stated that the master plan must not prohibit the potential future development of the public health laboratory.

## Review and Adopt Final Plan

Phase II will be the development of the master plan permit. DSHS estimates that Phase II will occur between April 2008 and April 2009. The Legislature is requiring committee reports from DSHS by December 1, 2010.

## City Council Goal 9: Increase emergency preparedness training and education

#### Develop Public Outreach Campaign

In 2008, the emphasis of the Public Outreach Campaign is on the *Ready Neighborhood* program, which is designed to organize neighborhoods to identify their collective strengths and assets and how they can be shared during a disaster. The Washington State Ready Neighborhood Trainer, LuAn Johnson, presented at the annual blockwatch captains meeting on how to use this tool, which supplemented the same training she gave in 2007 to CERT graduates. Staff is also working to have this cadre of people begin organizing their own neighborhoods for the program. In addition, staff members from the Community Services Division have taken the training and hope to assist in organizing neighborhoods around this effort. Staff continues to recruit and train registered disaster workers and have had several trainings with them. The next training is scheduled for May 22, 2008. The City and the Shoreline Fire Department will also be hosting a

Get Ready Shoreline event to promote individual and family preparedness on May 3, 2008 at Central Market.

## Provide Emergency Power for Spartan Recreation Center Shelter

This project is now complete, with the generator in place and testing accomplished. In addition to this facility, the Emergence Management Coordinator has successfully negotiated for the allocation of grant funding to provide for the installation of a generator switch to be installed in the Shoreline-Lake Forest Park Senior Center. This was a competitive process in King County with only three switches awarded county-wide. Installation of the generator switch will increase our capacity to feed people if mass feeding capabilities are needed at the Spartan Recreation Center shelter.

## Conduct a Table Top and a Field Earthquake Preparedness Exercise

To practice and exercise information learned in federally mandated emergency management trainings and stated in the Comprehensive Emergency Management Plan (CEMP), staff participated in a the regional "Sound Shake 2008" exercise that occurred on March 5, 2008, which simulated emergency response to an earthquake event in the Puget Sound region. The Emergency Management Coordinator is also planning to hold a table top training exercise in the fall of 2008.

## Provide Federally Mandated Emergency Management Training

To date the city has trained all applicable staff in required National Incident Management System training: NIMS 700 and 800, and ICS 100, 200, and 300. All new staff received their mandated training in January 2008. Many City, Fire and Police staff also attended one of three classes in EOC/ICS Interface to better understand how the functions of operational tactics in the field differ from the mission of the EOC.

## Implement Hazard Mitigation Plan Priority Projects

The 28 Hazard Mitigation Plan (HMP) strategies have been incorporated into the applicable City Department's work plans. To date, 93% of the strategies have been completed and/or moved into an on-going basis. The HMP progress on the mitigation strategies was updated for the Emergency Management Council on April 4, 2008. The plan will expire in 2009 after being in place for five years, and will be updated to ensure Shoreline remains eligible for reimbursement of FEMA funding after incurring damages in a federally declared disaster. The process for this update will begin in 2008, and staff have submitted a "letter of intent" to apply for a grant to assist with this process.

# City Council Goal 10: Increase opportunities for all residents, including our youth, to get more involved in neighborhood safety and improvement programs

## **Increase Block Watches**

The Shoreline Police Department, the City's neighborhood program, and the City's emergency preparedness program continued to be in contact in the first quarter of 2008. Approximately 45 Block Watch brochures were sent to citizens interested in participating in this program, and two new Block Watches were formed.

The Block Watch Captains Annual Meeting was held on February 12<sup>th</sup> with 24 citizens, two volunteers and three Community Services Division staff in attendance. This meeting also

featured a neighborhood-based emergency planning training dubbed "Map Your Neighborhood", which was presented by the State of Washington Emergency Management Office. This training continues the efforts in 2007 to develop a broad base of volunteers and staff that can assist residents to build on personal preparedness to neighbors-helping-neighbors block preparedness.

In addition to the Block Watch program, Shoreline Police provide a variety of other crime prevention and safety programs. In the first quarter of 2008, Police volunteers made 244 vacation house checks, 47 park checks, and sent 70 letters to crime victims. Police volunteers also made 85 phone calls in the Victim Call Back program. Articles in *Currents* included free gun locks and gun safety tips and Citizen's Police Academy publicity.

Shoreline Police continue to develop new programs in response to community needs. The Memory Impaired Assistance Program (MIAP) was kicked off in December of 2007 to assist with returning residents, primarily the elderly and individuals with special needs, who wander out of their homes. In the first quarter of 2008, training on this new program was provided to Storefront volunteers. Delivery of informational brochures to local Adult Family Homes and Assisted Living facilities was also initiated. In addition, a 10 week Citizen's Academy kicked off in March with ten Shoreline residents registered.

## Increase Participation in Adopt-a-Road program

In the first quarter of 2008, there were no additional sign ups to perform litter pick up, which is typical of the winter season.

<u>Increase Publicity for Neighborhood Mini-Grants, Including Improvements and Safety</u> A neighborhood-based selection panel picked a banner design for the Ridgecrest Neighborhood Banner project funded in 2007. The banners are ordered and are scheduled to be installed by early summer.

## Provide Increased Focus on Youth Participation

- This quarter, Shoreline Police worked with one elementary school on safety patrol and traffic issues, and met with Shoreline School District principals to discuss School Safety Patrol Academy.
- Shoreline Police met with the Shorewood Spanish teacher to implement translation of police program brochures by students.